

**Illinois Unclaimed Property**  
**Illinois State Treasurer Dan Rutherford**

**Extension Request Information**

If you are unable to submit your report by the scheduled due date, you may request an extension. Please follow the below criteria:

Submit request in writing on company letterhead  
Indicate holder number(s) which has been assigned by the Treasurer's office  
Indicate specific time needed to submit report  
State reason why more time is needed (due diligence is not an acceptable reason pursuant to Section 760.25b of the Illinois Unclaimed Property Administrative Rules)

Your extension request must be received by either April 10, 2012 for the May 1, 2012 cycle, or by October 11, 2012 for the November 1, 2012 cycle.

Please mail or fax your request to the following:

Office of the State Treasurer  
Roxanna Hollenstine, Director  
Unclaimed Property Division  
1 West Old State Capitol Plaza, Suite 400  
Springfield, Illinois 62701-0210  
Fax (217) 557-9365

All requests will be responded to in writing.